
Town of LeRay

Minor Subdivision Application

For: _____

Contact Morgan Melancon with any questions:
(315) 629-4052 or clerk@townofleray.org

Revised July 2023





Town of LeRay

MINOR SUBDIVISION APPLICATION

OFFICE USE ONLY

\$100 (1-4 Lots)
 \$100 Fee for Special Meeting

Cash Card Check
 Check #: _____ Receipt #: _____

Date Submitted: _____ Date Paid: _____ Received By: _____

Zoning District Classification:

AR R-1 MU CC PD MED MHO Well Head Protection Zone

A **subdivision** is the division of any parcel of land into two or more lots, blocks or sites, with or without streets or highways, for the purpose of conveyance, transfer of ownership, improvement, building development or sale, and shall include re-subdivision. Tracts of land shall constitute a subdivision upon the sale, rental, offer for sale, lease or building development. The term subdivision is further defined as follows:

Major Subdivisions:

A subdivision of five or more lots or any size subdivision requiring an extension of municipal facilities.

Minor Subdivisions:

A subdivision containing not more than four lots not involving any extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property.

Subdivision Application Checklist

A Complete Application Must Have the Following:

- A completed application (original and 9 copies)
- A subdivision checklist (included in Application Packet)
- A completed Part 1 SEQR Form (original and 9 copies)
- A current deed and any easements affecting property (original and 9 copies)
- (3) Full size originals of the plat map **and** (7) 11" x 7" copies of the plat map
OR (10) Full size originals of the plat map
 ** see pages 11 and 12 for a detailed Plat Map checklist
- The fee for application submission

Additional Items You May Need: (unless exempt by the Planning Board)

- A Letter of Authorization (original and 9 copies)
- An Ag Data Statement (original and 9 copies)

Other attachments deemed pertinent by the applicant (please list):

1. _____
2. _____
3. _____
4. _____
5. _____

Contact Information

Applicant Name: _____ Title: Mr. Mrs. Ms. Miss.

Company Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

You are the: Owner Tenant Contractor Other, explain: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Property Owner Name (if different from applicant): _____

Title: Mr. Mrs. Ms. Miss. Business Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Contact Person Name: _____ Title: Mr. Mrs. Ms. Miss.

Company Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

You will be notified of correspondence for all project information.

Licensed Engineer, Architect, or Land Surveyor Name: _____

Title: Mr. Mrs. Ms. Miss. Business Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Additional contact to be notified of project information: (optional)

Name: _____ Title: Mr. Mrs. Ms. Miss.

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Project Information

Name of Subdivision: _____ **Tax Parcel #:** _____

Parcel Address: _____

City: _____ State: _____ Zip: _____

1. **Total Acreage being subdivided:** _____

2. **Total Continuous Acreage controlled by the applicant/owner:** _____

(This Shall include lands owned by family members of the applicant, and any corporations(s), partnership(s), limited liability company(ies), or other entities in which the applicant has an interest.)

3. **Number of proposed lots (including original lot):** _____

4. List each proposed lot with its corresponding proposed lot sizes (including the original lot):

(Example: Lot 1 = 4.56 acres, Lot 2 = 1.24 acres, etc.) _____

5. Proposed Use of Land once subdivided: _____

The Planning Board shall, within sixty-two (62) days from the date of the Public Hearing, approve, modify, and approve or disapprove the preliminary plat unless such period is otherwise extended by mutual consent of the owner and the Planning Board.

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ADJACENT LANDOWNERS

The following list consists of all individuals, firms, corporations, and businesses owning property adjacent to both sides and rear and in front of (across the street from) the property. Addresses must be obtained from the current tax rolls which are available in the Town Office. Use additional pages if needed.

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

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Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

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LETTER OF AUTHORIZATION

Let it be known that _____ has been retained to act as an agent to perform all acts for my application at the property identified below.

These acts include: (please initial all the acts you are authorizing)

- _____ Pre-application conferences with Town staff, filing applications and/or other required documents relative to all Planning Board applications
- _____ Main point of contact for Town staff
- _____ Agent will be contacted on all matters instead of the owner
- _____ Attend all Planning Board meetings on my behalf

Tax Parcel #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owners(s)

Signature:

Print Name:

Date:

Signature:

Print Name:

Date:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Agent

Signature:

Print Name:

Date:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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AGRICULTURAL DATA STATEMENT

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement. ****Only applicable if within 500 ft of a NYS Certified Agricultural District.**

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Description of the proposed project:

Project Site Address: _____ **Tax Parcel #:** _____

City: _____ State: _____ Zip: _____

The project is located on the property:

- Within an Agricultural District containing a farm operation, or
- With boundaries within 500ft of a farm operation located in an Agricultural District

Number of acres affected by the project: _____

Is any portion of the project site currently being farmed? Yes No

If yes, how many acres or square feet? _____

Attach a copy of the name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed. If a copy has already been provided, skip this step.

Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations.

FARM NOTE

Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration, and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that public health or safety is threatened.

Name and Title of Person Completing Form

Date

Signature

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MINOR SUBDIVISION PLAT CHECKLIST

- The below checklist is supplied as a guide and is not meant to be all-inclusive. Failure to provide any of the above, however, may be grounds for disapproval of the Subdivision Application.
- For All-Inclusive Subdivision of Land see Town of LeRay Town Codes Chapter 135.
- For Subdivision of Land General Requirements and Review Standards see Town of LeRay Town Codes Chapter 135, Article IV.
- Drawings and drawing contents shall be stamped and signed by a New York State licensed professional engineer, registered architect and/or registered landscape architect, and shall include the following:

Sketch Plat Requirements are as Follows:

Please review and initial the following information to ensure all items have been completed.

1. The location of the portion of land to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection.
Site Plan preparers initials: _____
Applicants' initials: _____
2. The approximate location of all existing structures, wooded areas, streams, and other significant physical features, within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than 10 feet.
Site Plan preparers initials: _____
Applicants' initials: _____
3. The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
Site Plan preparers initials: _____
Applicants' initials: _____
4. The tax map sheet, block, and numbers, if available.
Site Plan preparers initials: _____
Applicants' initials: _____
5. All the utilities available, and all streets which are either proposed, mapped or built.
Site Plan preparers initials: _____
Applicants' initials: _____
6. The proposed pattern of lots, including lot width and depth, street layout, recreation areas, systems or drainage, sewerage, and water supply within the subdivided area.
Site Plan preparers initials: _____
Applicants' initials: _____
7. All existing restrictions on the use of land, including easements, covenants, or zoning lines.
Site Plan preparers initials: _____
Applicants' initials: _____

Preliminary Plat Requirements are as follows:

1. Proposed subdivision name, name of the Town and County in which it is located.
Site Plan preparers initials: _____
Applicants' initials: _____
2. A copy of any such covenants, deed restrictions, easements or other encumbrances intended to cover all or part of the tract and run with the land in perpetuity.
Site Plan preparers initials: _____
Applicants' initials: _____
3. The location of all existing and proposed easements on the plan.
Site Plan preparers initials: _____
Applicants' initials: _____
4. Zoning district, including exact boundary lines of district, if more than one district, and any proposed changes in the zoning district lines and/or the zoning ordinance text applicable to the area to be subdivided.
Site Plan preparers initials: _____
Applicants' initials: _____
5. The proposed lot lines with approximate dimensions and area of each lot.
Site Plan preparers initials: _____
Applicants' initials: _____
6. All on-site sanitation and water supply facilities shall be designed to meet the minimum specification of the State Department of Health or State Department of Environmental Conservation, and a note to this effect shall be stated on the plat and signed by a licensed engineer.
Site Plan preparers initials: _____
Applicants' initials: _____
7. Under certain circumstances and with a case-by-case review, the Planning Board does have the authority to accept a deed plot showing a proposed subdivision. However, this decision is at their discretion, and they reserve the right to require a traditional survey. Under certain circumstances and with a case-by-case review, the Planning Board does have the authority to accept a deed plot showing a proposed subdivision. However, this decision is at their discretion, and they reserve the right to require a traditional survey.
Site Plan preparers initials: _____
Applicants' initials: _____

Final Subdivision Plat and Accompanying Data Requirements are as Follows:

1. All information contained on the preliminary plat as submitted to the Planning Board; plus
Site Plan preparers initials: _____
Applicants' initials: _____
2. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances made and certified by a licensed land surveyor.
Site Plan preparers initials: _____
Applicants' initials: _____
3. The corners of the tract shall also be located on the ground and marked by monuments as approved by the Zoning Enforcement Officer or other Town-designated official and shall be referenced and shown on the plat.
Site Plan preparers initials: _____
Applicants' initials: _____